SD-23

Department of Defense
Item Reduction Program

Defense Standardization Program Office

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SDMP

FOREWORD

The Parts Management Program provides processes to improve parts selection by requiring a systems engineering approach to parts management planning. The Item Reduction (IR) program is an integral part of Parts Management and it can be an effective tool for inventory management when adequate resources are available to execute it.

This Department of Defense Item reduction Guidebook provides the procedures for "sorting out" items of supply by name modifier, or other characteristics such as size, grade, length, and material. This is done to separate items currently in the supply system (identified as preferred and retained for stock), from item not to be acquired for continued supply. The Item Reduction Web Site Capability (IRWSC), as described in this guide, is the primary tool for coordination and distribution of IR decisions and will be maintained in that capacity.

Though Performance Based Logistics has established an environment that requires management of suppliers versus management of inventories, piece parts will always be part of the design, build, and support equation. A comprehensive parts management program will help to identify preferred parts increasing supportability and safety of systems and equipment and reducing total ownership costs. Using preferred parts reduces risk and improves system reliability, thereby reducing the number of maintenance actions and failures that could cause mission failure or loss of life. In short, Item Reduction as a part of the Parts Management Program supports our warfighters.

If you have any questions or comments about this document or the Item Reduction Program, please contact the Defense Standardization Program Office, Attn: J-307, 8725 John J. Kingman Road, Stop 6233, Fort Belvoir VA 22060-6221, or email DSPO@dla.mil.

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1. PROCEDURE FOR ITEM REDUCTION CODING

  1.1. Item Standardization Code Assignments. All national stock numbers (NSNs) in the Federal Logistics Information System (FLIS) total item record (TIR) will be assigned an item standardization code (ISC). The standardization data of the TIR shows where and when the authorization decision was made. ISC assignments document standardization decisions that are made in four areas. These four areas and the activities responsible for assignment of ISCs are as follows:

    1.1.1. Item Reduction Studies. The Item Reduction Activity proposes ISCs, and after coordination, submits the official ISCs to the Defense Logistics Information Service (DLIS). ISCs 1 and 3 apply (ISCs 2 and C will be applied by the Item Reduction Activity as appropriate).

    1.1.2. Superseding Specifications and Standards. The Item Reduction Activity implements and submits ISCs resulting from new or revised or superseding specifications and standards. The Preparing Activity for the specification or standard must furnish to the Item Reduction Activity any supplemental information that may be required for proper assignment of ISCs. ISCs B and E apply.

    1.1.3. Determination That There Is No Item Reduction Potential in Federal Supply Class (FSC) or Item Name Grouping in the Class. The Item Reduction Activity is responsible for assigning ISCs in this category. ISC 6 applies. The FSCs or item name codes previously recorded as ISC 6 should be reviewed periodically for standardization potential.

    1.1.4. Assignment of ISC 5 or 0. The DLIS will mechanically assign codes 5 or 0, as applicable, for new NSN requests and to maintain file integrity.

  1.2. Item Standardization Codes (ISCs), Definitions, and Applications. The Item Reduction Activity will assign ISCs to items in accordance with the definitions and usage prescribed in this guide. The coding structure provides for the categorization of items as either "authorized for acquisition," or "not authorized for acquisition." In these two broad categories, the specific codes are intended to indicate key management information about the decision process used in assigning the ISC, the basis for assignment of the code, or a condition requiring further management attention.

    1.2.1. Items Authorized for Acquisition.

      1.2.1.1. "0". An item under the specification control of the Defense Threat Reduction Agency (DTRA) or the National Security Agency (NSA).

      1.2.1.2. "1". An item authorized for acquisition initially identified as the result of a formal item reduction study and that was accepted as a replacement for one or more items not authorized for acquisition (ISC 3). Additionally, ISC is applied to generic NSNs. Generic relationships exist between the NSNs procured under Defense or Federal

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specifications, non-government standards (NGSs), or commercial item descriptions (CIDs), but the physical generic item is stocked, stored, and issued under NSNs that are assigned ISC 2 for supply management purposes. The NSN for the Defense or Federal specifications, NGSs, or CIDs will be coded ISC 1, and the acquisition advice code must be "W."

      1.2.1.3. "2". An item authorized for acquisition that has been included in an item reduction study for which no replacement item has been identified. Additionally, for generic relationships, an ISC 2 will be related to an ISC 1 item.

      1.2.1.4. "5". An item authorized for acquisition that has not been subjected to item standardization.

      1.2.1.5. "6". An item authorized for acquisition that is in a specific FSC or approved item name code consisting primarily of items that are "one-of-a-kind" and, therefore; little or no potential exists for elimination of items through item reduction studies.

      1.2.1.6. "B". An item authorized for acquisition that is in a new or revised superseding specification or standard that is a replacement for one or more items not authorized for acquisition (ISC E) and may replace other ISC 3 items.

      1.2.1.7. "C". An item authorized for acquisition that has been included in an item reduction study, but a technical decision could not be made due to lack of sufficient data.

  1.2.2. Items Not Authorized for Acquisition

      1.2.2.1. "3". An item, which as a result of an item reduction study, is accepted as not authorized for acquisition and must have a replacement (ISC 1 or B).

      1.2.2.2. "E". An item identified in the specification or standard that is no longer authorized for acquisition that has been replaced by an item in a new or revised superseding specification or standard. The replacement item (ISC B) will be a NSN.

2. ITEM REDUCTION STUDIES. Figure 1 gives an overview of the item reduction study process in concert with the Item Reduction Website Capability (IRWSC) system processing tool (see Appendix A).

  2.1. Responsibility for Item Reduction. The SD-1 (http://assist.daps.dla.mil/online/start/) identifies those activities responsible for conducting item reduction studies; choose "DOD Contacts" from the left margin, then choose "FSC Assignments" from DOD Contacts (SD-1) Menu. The DLIS will accept standardization data only from the responsible Item Reduction Activity listed in the SD-1. If there is no Item Reduction Activity for an individual FSC, the DLIS will reject all standardization data in that FSC.

2.2. Required Item Reduction Studies. Item reduction studies are applicable where there are a great number of generally similar items that lend themselves to grouping and examination by item names, item name modifiers, or other characteristics such as sizes, grades, lengths, and materials. Item reduction is principally a "sorting out" of items of supply to separate items currently in the supply system that are to be retained for stock from the items not to be acquired for continued supply. Technical or engineering elements will furnish the interchangeability and substitutability criteria that are essential in applying ISCs to items being considered in an item reduction study.

2.3. Limitation on Performing Item Reduction Studies. The Item Reduction Activity must determine whether sufficient item reduction potential appears to exist for a specific item name or grouping before conducting a full-scale study. The Item Reduction Activity will conduct an item reduction study only when the expected benefits outweigh the costs of conducting the study.

2.4. Planning and Programming Item Reduction Studies. Plan and program item reduction studies, in accordance with the following:

2.4.1. Lead Standardization Activity (LSA) Responsibility. The LSA will ensure that proposed item reduction studies are scheduled.

2.4.2. Scheduling Item Reduction Studies. The Item Reduction Activity will schedule an item reduction study by requesting a standardization project assignment from the LSA and initiating a project via the ASSIST-Project.

2.5. Item Reduction Procedures. The item reduction study procedure is applicable to all items in a FSC or a specific category. The Item Reduction Activity may modify this procedure to make maximum use of automated processes and to accommodate the type of items under consideration.

2.5.1. Collecting Required Data. The Item Reduction Activity must have sufficient data to support the decision of the proposed ISC assigned to the item. The Item Reduction Activity must avoid requesting information that is already available or that can be furnished from a central source. The Item Reduction Activity may obtain TIR data from the DLIS through the tailored or mass search and interrogation process. (See DoD 4100.39-M (http://www.dlis.dla.mil/flis_procedures.asp)

2.5.2. Types of Data Required. The data used in an item reduction study must encompass sufficient information for users to determine relationships. The following is a list of data typically required (but not limited) to conduct an item reduction study:

2.5.2.1. Technical drawings, standardization documents, purchase descriptions, comprehensive telephone conversation records, and other technical data.

2.5.2.2. Special application data (submitted in justification of variations).

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2.5.2.3. Industry data (such as catalogs and cross-reference list.)

2.5.2.4. Interchangeability and substitutability data.

2.5.2.5. Cost and other non-technical data that may be essential in determining the ISC.

2.5.2.6. FLIS TIR data.

2.5.3. <u>Applicable NSNs</u>. Normally, only items currently in the supply system with recorded U.S. users in the FLIS TIR will be included in the item reduction study. However, other items (excluding NATO only items) may be included at the item reduction activity's discretion.

2.5.4. <u>Grouping Items for Evaluation</u>. The data for the items may be grouped by item name or noun and modifiers, user information, specification data (grouped by type, grade, class, and size for each specification), and other factors that may be applicable such as physical and functional characteristics, criticality in end use, and special applications. Proper sequencing will help in the comparison of items, in the determination of those items that are no longer needed, and the following:

2.5.4.1. Potential duplicates, physically and functionally interchangeable, but bearing different NSNs. Exact catalog duplicates should be processed in catalog channels for cancellations and not included in the item reduction study proposals.

2.5.4.2. Those items determined as obsolete should be processed in cataloging channels for appropriate cancellation and not included in the proposed item reduction study.

2.5.4.3. Item identification is incomplete or inadequate (further data required).

2.5.4.4. Item identifications that are duplicates, except for method of dimensioning (for example, inches versus millimeters).

2.5.4.5. Insufficient specification and standard coverage.

2.5.4.6. Commercial nature of the items.

2.5.4.7. The need for engineering practice study of some item name groups.

2.5.4.8. The need for obtaining NSNs for some items that are entering the supply system or represent modifications of existing item identifications.

2.5.4.9. Interchangeability and substitutability relationships. These relationships must be between items of the same and different item standardization codes and must be recorded for further use where applicable.

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2.5.4.10. Government part numbers in reference to defense specifications or standards may be used by the Item Reduction Activity in the selection, coordination, and processing of proposed item reduction studies. NSNs will be assigned after full coordination of the item reduction study proposal.

2.5.5. Extraction of Data From Federal Item Identification (FII). For the purpose of preparing the initial grouping of items in the study, the Item Reduction Activity may extract data from the FII from the TIR, as deemed appropriate. The Item Reduction Activity may vary the sequence of data from the sequence given in the FII, if it does not alter the concept of the item of supply, as expressed by the FII. Where required, both applicable FIIG and FIIs may be recommended for suitable modification.

2.5.6. Evaluation Criteria. The evaluation of the items requires the selection of technical criteria essential for determining the ISC for the items in each group or category. Cost and other non-technical criteria may be essential in determining the ISC for the items in each group or category. The technical criteria must be based on available specifications, standards, and other applicable source documents. The technical criteria should be the minimum required to differentiate between the items with respect to physical and functional interchangeability, end-use application, and design. Consider life-cycle and end-item costs as part of the evaluation criteria, as well as the interchangeability and substitutability of the item. The coordination procedure must provide additional technical input that may be required to meet all needs.

2.5.7. Determining the ISC. The Item Reduction Activity will compare the items of the basic groupings against the technical criteria, and then designate an appropriate ISC for each item under consideration. Replacement items (ISC 1 or B) will be shown with all associated items designated as not authorized for acquisition (ISC 3 or E). There will be one replacement item (ISC 1 or B) established for each replaced item (ISC 3 or E). However, a single item can replace more than one item.

2.5.8. Multiple Replacement Standardization Relationships. The establishment of multiple replacement standardization relationships is prohibited. Multiple replacement relationships are defined as two or more items being assigned ISC 1 or B and replacing an existing item not authorized for acquisition (ISC 3 or E).

2.5.9. Generic Standardization Relationships. Generic standardization relationships are established to provide supply management control of interchangeable items. The use of these relationships is restricted to reparable items acquired under standardization documents listed in the ASSIST database. Separate NSNs are used to identify the reparable items due to their internal configuration differences. The configuration differences require different repair parts to be available at military repair facilities. Separate NSNs also provide the necessary control to enable contractor repaired items to be returned to the appropriate contractor. The generic master NSN consolidates requirements and is for acquisition purposes only. Assets are stored under the "stock as" NSNs assigned to each interchangeable item. The generic master NSN must be identified with an Acquisition Advice Code W and is an ISC 1. The interchangeable items of

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supply that are related to the generic master NSN are linked with a phrase code S (stock as), have recorded assets and are the NSNs used for requisitioning. (The "stock as" NSNs are ISC 2, fully interchangeable, interlinked with phrase code J, and indicate the generic master NSN with a phrase code 3.) The ISC 2 items may also replace other ISC 3 items of older configuration or having less capabilities that are no longer procured.

2.6. Content of Proposed Item Reduction Study Listings

2.6.1. IRWSC must contain the following information for the subject study:

2.6.1.1. Project number.

2.6.1.2. FSC.

2.6.1.3. Project title.

2.6.1.4. Item names in the study.

2.6.1.5. Item Reduction Activity.

2.6.1.6. Custodians (for items used by civilian agencies, the Custodian is the GSA).

2.6.1.7. The listing will contain only proposed ISC 3 items and their replacement Code 1 or B items.

2.6.1.8. Index number.

2.6.1.9. Item name(s) and modifiers.

2.6.1.10. NIIN.

2.6.1.11. CAGE.

2.6.1.12. Reference.

2.6.1.13. Proposed ISC.

2.6.1.14. Users code (the PICA or the Secondary Inventory Control Activity) identified by interpretation of Major Organizational Entity (MOE) rules in the FLIS TIR (see DoD 4100.39-M, Volume 13, Chapter 13.6, http://www.dlis.dla.mil/flis_procedures.asp).

2.6.1.15 Remarks

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2.6.2. Sequencing. The listing will be in a manner most advantageous for the commodity covered. However, a proposed ISC 1 or B item that replaces ISC 3 items must immediately precede the replaced items.

2.6.2.1. Items proposed for ISC 3 will have the same index number as the replacement number, suffixed by an alphabetical symbol (A, B, C, D, etc.)

2.7. Coordination of Item Reduction Study Listings. The IRWSC System will be the primary means for coordinating item reduction studies among the DoD and GSA. Any justified exceptions to this coordination policy will be addressed on a case-by-case basis with the individually affected Service/Agency.

2.7.1. Coordination Process. The Item Reduction Activity will coordinate large studies of item name groupings or single-item studies in support of supply management using these procedures. When the number of items to be reviewed exceeds 200, the Item Reduction Activity may prepare listings tailored to each using Military Department and Agency. No study will contain more than 2,000 ISC 3 items. If the number of items is less than 200 items, the Item Reduction Activity will provide the complete listing for each using Military Department and Agency. The Item Reduction Activity must ensure that a complete listing will be available for the Custodians at the IRWSC. Besides the listing, the Item Reduction Activity will either provide reference information at the IRWSC or respond directly to inquiries about the following:

2.7.1.1. All available source data and drawings for replacement or replaced items, as well as Proposed Reason Codes (PRC) and Technical Data Availability (TDA) codes.

2.7.1.2. If available, and upon request, technical criteria will be provided.

2.7.1.3. Available cost and other non-technical data that may impact the concurrence or non-concurrence of the ISC.

2.7.1.4. Recommendations for further standardization or documentation.

2.7.2. Coordination Schedules.   All proposed IR studies available for review at the IRWSC indicate the time allowed for the initial response based on the following:

2.7.2.1. For proposals containing 200 or less ISC 3 items - 75 calendar days.

2.7.2.2. For proposals containing 201 to 500 ISC 3 items - 105 calendar days.

2.7.2.3. For proposals containing 501 to 1000 ISC 3 items - 135 calendar days.

2.7.2.4. For proposals containing more than 1000 ISC 3 items - 195 calendar days.

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2.7.2.5. Using activities requesting extensions must submit requests and justifications directly to the Custodian. Custodians must request extensions from the Item Reduction Activity.

2.7.3. <u>Study Distribution</u>. All DoD users in the FLIS TIR and GSA will be notified by email when a proposed IR study is available for review at the IRWSC. The GSA will distribute the proposed study to civilian users.

2.7.4. <u>Using Activity Responsibility</u>. The using activities will conduct a review of their items with respect to the ISC recommended by the Item Reduction Activity. The using activities must exhaust all available sources before requesting data from the Item Reduction Activity. When requesting data, the using activity must identify the data request by the index number of the items in the item reduction study. Data should not be required on standardization documents listed in the ASSIST database or listed in the FLIS TIR. Where the Item Reduction Activity's recommendation is not acceptable, the using activity will send its nonconcurrence (on an item-by-item basis) supported by justification to the Item Reduction Activity through the Custodian. These justifications must be related to specific elements of the interchangeability and substitutability criteria used in the performance of the study (e.g., source data, cost, or other non-technical data related to the NSN of the proposal).

2.7.5. <u>Custodian Activity Responsibility</u>. On receipt of a proposed item reduction study listing from the Item Reduction Activity, the Custodian will review the distribution to using activities and if additional distribution is required, so inform the Item Reduction Activity. On receipt of all of the using activities' comments on the proposed item reduction study, the Custodian will review the comments and resolve the intra-Departmental or Agency position. Custodians must submit supporting statements and recommendations to the Item Reduction Activity via the IRWSC. The IRWSC will consider a Custodian response of 'Concur' or 'No Interest' as a 'Concur' (see DLAM 4745.44, Vol. III, Para. 3.1, 'Updates to Item Standardization Master File', IRWSC Procedures/Users Manual, http://www.dla.mil/dlaps/samms/m4745.44/III/1-1.doc). The 'No Interest' response reflects a need for file maintenance by Review activities to remove their MOE rules from the subject NSN so as not to be included in future item reduction efforts. Custodians must follow-up and ensure the appropriate actions are taken. As a general rule, the Custodian should not submit partial replies to the Item Reduction Activity. However, to expedite the recording of acceptable standardization decisions into the FLIS, partial replies may be submitted with the understanding that the Custodian has furnished a final Departmental or Agency position on each of the items included in the partial reply. Custodians must send a complete reply in the time stated in paragraph 2.7.2. above, unless the Item Reduction Activity grants an extension.

2.7.6. <u>Delinquent Replies</u>. If all replies are not received by the original or revised coordination date, the Item Reduction Activity should contact the Custodian (s) to find out the reason for the delay and request an immediate response. The Custodian (s) have the responsibility of providing an answer to the Item Reduction Activity and should exercise whatever means necessary to provide that answer. The Custodian (s) must use

their judgment, all responses received, and outside sources of technical information, as necessary to provide an answer. A response from each Using Activity is not necessary for the Custodian to respond if the Custodian believes that an answer is not forthcoming from that activity. If the Item Reduction Activity does not get a response, and does not believe one is forthcoming, the Item Reduction Activity should send the documented case to the DepSO of the delinquent Custodian for resolution. The DepSO should take whatever action is necessary with its counterparts to ensure that replies are furnished within 30 days.

2.8. <u>Expedited Item Reduction Study Listings</u>. Expedited item reduction study listings are those studies that contain a limited number of items. All expedited item reduction study listings will be available for review at the IRWSC. The Item Reduction Activity must issue these studies only to obtain coordination with the Military Departments, Agencies, and the GSA to ensure logistics support that is essential to weapon system performance or operation, mission capability/readiness, or the preservation of life or safety of operating personnel; the end result being to prevent a no-stock situation. The Service/Agency will determine what procedures/processes will be employed to manage the situation. These items should be given priority processing by the users. The following criteria applies:

2.8.1. No study will contain more than 20 families with no more than 50 total items.

2.8.2. Coordination time will be 35 calendar days from the date the study was activated (published) at the IRWSC.

2.8.3. All items (ISCs 1 and 3) must have all technical data available.

2.8.4. When nonconcurrence is determined, the using activities must exhaust all avenues to provide alternative sources of supply before transmittal of the nonconcurrence to the Item Reduction Activity.

2.8.5. The DLA Form 339 process may be used as a vehicle for expedited IR studies, especially those that propose a one-to-one relationship, which are no different than an engineering support request (via Form 339), and would qualify for reimbursement based upon the Engineering Support Program (in accordance with DLAD 3200.1 and DLAI 3200.1, https://today.dla.mil/j-3/j-334/ESTS-enginsuppt.asp

2.8.6. Relationships determined via Form 339 will have ISC and associated Interchangeability and Substitutability (I&S) family data sent to DLIS, by the activity generating the Form 339, to ensure Order Of Use and I&S are documented in the FLIS.

2.9. <u>Responding to Nonconcurrences.</u> If the Item Reduction Activity accepts all non-concurrences, then a response is not necessary. If the non-concurrences are few, the Item Reduction Activity may use the telephone or electronic transmittal to advise Custodians or using activities how their non-concurrences were handled. For lengthy or complex

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non-concurrences, the Item Reduction Activity must respond with a letter or electronic transmittal, or hold a resolution meeting.

2.10. Resolving Non-Concurrences. The Item Reduction Activity can resolve non-concurrences in one of three ways:

2.10.1. The Item Reduction Activity may accept the non-concurrence.

2.10.2. The Item Reduction Activity may reject the non-concurrence with justification, allowing the submitter at least 30 working days to rebut the rejection. If no reply is received in 30 working days, Item Reduction Activity should contact the Custodian. ITEMS WILL NOT BE STANDARDIZED BY DEFAULT.

2.10.3. If the Item Reduction Activity is unable to resolve the non-concurrence in a timely manner, it may ask the cognizant LSA to mediate. If the LSA cannot resolve the issue, the LSA can submit the unresolved non-concurrences to the Item Reduction Activity's DepSO for resolution and possible submission to the DSPO for arbitration.

2.11. Summary of Item Reduction. The purpose of a summary of item reduction is to document the result of item reduction studies (completed item reduction listing (CIRL)). The summary will be loaded in the IRWSC.   The general organization of information for the summary is as follows:

2.11.1. Summary Cover Sheet. The summary cover sheet will identify:

2.11.1.1. Project number.

2.11.1.2. FSC.

2.11.1.3. Project title.

2.11.1.4. Item name(s) in study.

2.11.1.5. Item Reduction Activity.

2.11.1.6. LSA.

2.11.1.7. Custodians.

2.11.2. Executive Summary. Briefly describe the cover sheet (for example, date of project initiation, project scope, working group membership, and meeting date, if applicable).

2.11.2.1. Reference. Briefly describe the cover sheet and provide date.

2.11.2.2. Project Scope. Briefly describe the intent of the item reduction effort, and what items were studied.

2.11.2.3. Coordination of Study. Include a statement indicating degree of coordination accomplished with the other military and civilian agencies and a statement concerning the resolution of all essential comments or other statements, such as a list of non-concurrences.

2.11.2.4. Class Condition Observation. Include a general statement of the condition of the FSC or name grouping (from a supply viewpoint). This statement should include an evaluation of the item reduction potential or level reached, extent of documentation of items covered by specifications and standards, and recommendations for collecting data for items coded ISC C with a cost effectiveness appraisal.

2.11.2.5. Findings and Recommendations. Include under this heading:

2.11.2.5.1. The total number of items reviewed in the study.

2.11.2.5.2. The number of items designated as "ISC 1."

2.11.2.5.3. The number of items designated as "ISC 2."

2.11.2.5.4. The number of items designated as "ISC C."

2.11.2.5.5. The number of items designated as "ISC 3."

2.11.2.5.6. Number of duplicate items canceled.

2.11.2.5.7. Number of cataloging part number additions and corrections submitted.

2.11.2.5.8. Number of changes to item identification submitted.

2.11.2.5.9. Number of cataloging descriptive corrections submitted.

2.11.2.5.10. Include benefits resulting from the study, such as the number of: cancel use actions, cancel duplicate actions, cancel invalid actions, reference type IIs converted to full descriptive type IIs, corrections made to type IIs, and transfers made as a result of misclassifications, and, when possible, tangible dollar savings achieved.

2.11.2.5.11. After coordination with the LSA and obtaining project numbers, recommendations for further standardization projects must include identification of the study and document projects, the preparing activity, the proposed scope, schedule, and the assigned project number.

2.11.2.6. Accomplishments. Identify those intangible benefits that enhance the Federal supply system.

2.12. Summary of Expedited Item Reduction Studies. Use the IRWSC summary of item reduction format and content discussed in subsection 2.11., above, to document the results of the expedited item reduction study. In 45 days of the completed study, the Custodians and using activities will receive email notification that the summary is available to view at the IRWSC. The LSA will be provided a copy of the CIRL.

2.13. Completion of an Item Reduction Study. On completion of the summary of item reduction, the Item Reduction Activity will:

2.13.1. Approve the item reduction project and close the ASSIST-Project."

2.13.2. Prepare a listing of all of the items that were included in the item reduction study that required a change in the ISC.

2.13.3. Follow the procedures of section 5., below, to document and disseminate the standardization decisions.

2.13.4. The Custodians and using activities will receive email notification when a completed summary of Item Reduction is available to view at the IRWSC. The LSA will be provided a copy of the summary.

2.13.5. Provide the PICA a copy of the summary of item reduction study for coordination and follow-up of DOD interchangeability and substitutability, in accordance with AFMCI 20-101 (http://www.e-publishing.af.mil/pubfiles/afmc/20/afmci20-101/afmci20-101.pdf) , AMC-R 700-30, NAVSUP 4410.57, MCO 4410.24A, and DLAR 4140.66).

2.14. Project Record. The Item Reduction Activity will maintain a record of the project that should include, as a minimum, the summary of item reduction and the listing of all of the items that were included in the study that required a change in the ISC.

3. OTHER ITEM STANDARDIZATION ACTIONS

3.1. General. The procedures in this section apply to all the FSCs listed in Volume 10, Chapter 4, Table 93 of DOD 4100.39-M (http://www.dlis.dla.mil/flis_procedures.asp), and all of FSG 59, except 5940, 5970, 5975, 5977, and 5995. This section describes the assignment of the ISCs during, or because of, the following actions:

3.1.1. New items processed through the DLIS for NSN assignment.

3.1.2. New or revised superseding specifications, standards, or CIDs where the item listed in the new or revised specification, standard, or CID supersedes an existing item.

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(An item listed in a new or revised superseding specification, standard, or CID may be assigned a NSN.)

   3.1.3. Those items that are in a specific FSC or item name grouping in that class that are identified as one-of-a-kind, and as a result, no item reduction potential exists.

  3.2. New Items Processed through the FLIS. New item requests are submitted to the FLIS in compliance with the Cataloging Item Entry Control policy stated in DoD 4130.2-M and the procedures contained in DOD 4100.39-M, (http://www.dlis.dla.mil/flis_procedures.asp). New NSNs will be assigned to ISC 5. ISC 0 will be assigned to NSA or DTRA items.

  3.3. Superseding Specifications and Standards. When a new or revised superseding specification or standard is approved and a cross-reference supersession data between the new items and replaced items is clearly stated, the new items and replaced items must have ISCs assigned (ISC B and E apply).   When a specification or standard is superseded, the Preparing Activity of the superseding document will notify the Item Reduction Activity if item replacement actions are required. When this type of item replacement occurs, a NSN cannot be assigned to a new item until a procurement (demand) requirement for the item is generated. During these replacement actions, ISC E must be assigned to any items that are replaced by items covered by the superseding document, and ISC B must be assigned to the replacement items, regardless of registered users. However, the Item Reduction Activity must include in an item reduction study, and coordinate with the using activities (ISC1/B and 3 apply), those superseded specification or standard items that fall in the following categories: those that have additional requirements over and above the specification or standard requirements or are source controlled.

  3.4. Federal Catalog System. Items of supply in the Federal supply system that are bought, stocked, or distributed will be named, identified, classified, and numbered for inclusion in the Federal catalog system. There are specification items and materials that do not conform to the regular stock-numbering criteria, but are involved in daily supply operations. Some of these items have been subjected to standardization review and have no supply system requirement established, but are authorized for acquisition. The standardization review identifies a standard item as the preferred item.

  3.5. No Item Reduction Potential. The Item Reduction Activity must analyze each FSC or approved item name code before planning and programming an item reduction study project and make a cost effectiveness determination. The Item Reduction Activities will maintain a record of the analysis for each FSC or approved item name code that is declared to have no item reduction potential and a listing of all the items coded ISC 6. Item listings need not be maintained if the required data is accessible in machine format. The procedures of section 4, below, implement these standardization decisions. ISC 6 will be used only for a FSC or an entire approved item name code. It must not be used on an individual item basis, unless the item is a new item that belongs in an approved item name code that has already been declared to have no item reduction

potential. The use of ISC 6 should be closely scrutinized. Assignment of ISC 6 to an FSC or an approved item name code must not preclude future item reduction studies on these items.

4. <u>INITIAL ACTIONS FOR RECORDING AND DISSEMINATING STANDARDIZATION DECISIONS</u>

  4.1. <u>Action by Item Reduction Activity</u>. The Item Reduction Activity will:

    4.1.1. Forward without delay to the FLIS the following information:

      4.1.1.1. Standardization data submitted through the established transmission systems authorized by the FLIS.

      4.1.1.2. When the NSA (activity code XP/XN) is the managing activity, CAGE code 98230 must be registered as part of the design control reference for the assignment of ISC "0" by the FLIS.

      4.1.1.3. When the DTRA (activity code XA/XB) is the managing activity, CAGE code 57991, 67991, 77991, or 87991 must be registered as a part of the applicable design control reference number. When the above data is not properly shown for the item, the Item Reduction Activity must contact the DTRA for correction of the records. This procedure does not modify the basic requirement for the use of ISC 0 by the DTRA.

    4.1.2. Submit data to the DLIS by electronic transmission or by letter of transmittal with the subject "Documentation of Standardization Decisions." The transmittal letter will indicate the total number of NSNs in each ISC submitted for processing. A separate letter of transmittal must be prepared for each shipment of transmitted data to the DLIS.

  4.2. <u>Action by Activity Determining "No Potential."</u> Submit standardization data for items assigned ISC 6 to the FLIS, as outlined in Subsection 4.1., above.

  4.3. <u>Action by Activity Implementing Item Replacement Due to Superseding Specifications or Standards</u>. Submit standardization data for items assigned ISC B or E to the DLIS as outlined in Subsection 4.1., above.

  4.4. <u>Action by the DLIS</u>. The DLIS will:

    4.4.1. Receive standardization data from the submitting activity.

    4.4.2. Process the standardization data received and enter into the TIR the ISC, originator of decision, and date of decision assigned to the items by the submitting activity, in accordance with DOD 4100.39-M, https://today.dla.mil/j-3/j-334/ESTS-enginsuppt.asp).

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4.4.3. Forward information to authorized recipients of standardization data (see DOD 4100.39-M, Chapter 5, https://today.dla.mil/j-3/j-334/ESTS-enginsuppt.asp). Also forwards logistics item data to the appropriate LSA or Item Reduction Activity, as requested. For each item not authorized for acquisition, the standardization relationship data record must reflect the replacement NSN.

4.4.4. Establish a cross-reference between items not authorized for acquisition, the replacement item, and the reverse relationships.

4.4.5. Assign ISC 5 or 0 as applicable to all new NSN requests, except those coded under procedures in subsection 3.3., above.

5. IMPLEMENTATION OF STANDARDIZATION DECISIONS BY THE ICP AND CATALOGING COMPONENT

5.1. Action by the ICP. Initial distribution of revised standardization data will be furnished from the DLIS, in accordance with DOD 4100.39-M. Upon receipt of the revised standardization relationship data containing the ISCs assigned to the items, the ICP will take appropriate action in accordance with the following:

5.1.1. Records the ISC of the item in all supply records, including catalog records, as applicable.

5.1.2. Advises cataloging component of each change in the supply management status of the item (other than standardization codes) so appropriate action may be submitted to the FLIS.

5.1.3. Forwards to the appropriate Item Reduction Activity, Custodian, or integrated manager, appeals to standardization decisions with justification, or other requests for changes in ISCs. Copies will be furnished to the LSA or Item Reduction Activity, as requested.

5.2. Action by the ICP Cataloging Component. The ICP cataloging component will:

5.2.1. Prepare and submit progressively to the FLIS, in accordance with normal cataloging procedures, appropriate data furnished by the managing activity under subsection 5.1., above.

5.2.1.1 When the stock of an item not authorized for acquisition is exhausted, a delete user action, in accordance with normal cataloging procedures, shall be submitted for the item not authorized for acquisition (see DOD 4100.39-M, https://today.dla.mil/j-3/j-334/ESTS-enginsuppt.asp).

5.2.1.2 When the standardization decision involves the adoption of a NSN replacement item, new to the managing activity's supply system, an add-user transaction

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should be submitted for the new item to the FLIS, in accordance with DOD 4100.39-M, https://today.dla.mil/j-3/j-334/ESTS-enginsuppt.asp

5.2.1.3 For items under integrated management, the submissions covered by subparagraphs 5.2.1.1. and 5.2.1.2., above, will be processed by the integrated manager. However, all item deletions must be concurred in by the using activities before initiation of withdrawal actions by the integrated managers. Such action may be based on acceptance of item reduction proposals or specification supersessions.

5.2.1.4 When the consolidation or exhaustion of stocks for the obsolete item is affected, a delete user action in accordance with normal cataloging procedures shall be submitted for the obsolete item.

5.2.2. Prepare and submit progressively to the FLIS, in accordance with the normal DLIS and cataloging procedures, add-user transactions reflecting acquisition or reacquisition of items previously subjected to an item reduction study.

6. ITEM REDUCTION MAINTENANCE ACTION

6.1. Action by the Item Reduction Activity (or Integrated Manager, as Applicable). The Item Reduction Activity is responsible for the following actions:

6.1.1. Standardization studies involving items in interchangeable and substitutable families must consider, as a minimum, all the items in those families.

6.1.2. Standardization decisions can supersede interchangeable and substitutable data assignments of items in family structures. However, interchangeable and substitutable data assignments must not contradict standardization coding assignments.

6.1.3. The managing Military Department or the Defense Agency will be responsible for restructuring interchangeable and substitutable families to reflect standardization decisions.

6.1.4. Managing activities must collaborate with the using Military Department or Defense Agency on all new or revised interchangeable and substitutable family structures before the entry of the interchangeable and substitutable families in the FLIS TIR, except those relationships coordinated through the item reduction study process.

6.1.5. Reviews all justifications for acquisition and reacquisition of items designated as not authorized for acquisition and advises the submitting activity whether or not the ISC of the item is changed. When appropriate, notifies the DLIS of change, in accordance with procedures in DOD 4100.39-M, https://today.dla.mil/j-3/j-334/ESTS-enginsuppt.asp.

6.1.6. Reviews and forwards appeals or other requests for changes in standardization coding, with recommendations, to the appropriate Custodian for resolution. These

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changes will only affect the relationship under consideration by the appeal. Mass ISC changes must not be made unless it is determined that the criteria selection was in error.

6.1.7. Reviews at intervals deemed necessary those items not subjected to item standardization since the last review and proposes and coordinates, as appropriate, the ISC for groups of such items.

6.1.8. Forwards, when authorized by the DLIS, standardization data submitted through the established transmission process.

6.2. <u>Action by the DLIS</u>. The DLIS will:

6.2.1. Receive standardization data through the transmission process, established with submitting activity, and takes necessary action, in accordance with subsection 4.4., above, to enter the official ISC for new items and items that have changed status in the FLIS records.

6.2.2. Forward to authorized data recipients the standardization data containing the current official ISC.

6.2.3. Receive and process catalog data for proposed add-MOE Rule or user transactions. When the add-MOE Rule transaction is submitted for an item not authorized for procurement (ISC 3 or E), process the add-MOE Rule or user transaction and record the activity as a user of the item identification. The authorized data recipients will be furnished file data for the item not authorized for acquisition from the FLIS. The originator will be furnished file data for the replacement NSN, if there is an existing relationship recorded in the TIR.

6.2.4. Process FSC changes by forwarding to the receiving activities notification of the FSC changes and file data for the item under the new FSC in accordance with existing cataloging procedures. If the FSC change is processed against an item that is recorded in a standardization relationship, the responsible Military Department or the Defense Agency will take the necessary action, as prescribed in DoD 4140.26-M, http://www.dtic.mil/whs/directives/corres/html/414026m.htm

6.2.5. Forward on request to the appropriate standardization management activities who are not on normal distribution, a listing of new items not previously subjected to item standardization.

7. <u>INVENTORY CONTROL ACTIONS ON ITEM STANDARDIZATION DECISIONS</u>

The following actions will be taken on all line items subject to the procedures in sections 4 and 5, above.

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7.1. Ensure that the manager of the NSN coded ISC 1 or B in a standardization relationship is also the manager of the member NSNs in the standardization relationship coded ISC 3 or E, on the standardization relationship being recorded in the FLIS.

7.2. Record standardization status on all supply records (including catalog records), as applicable.

7.3. Review supply records of items proposed for acquisition for conformance with ISC status.

7.4. Transmit, in accordance with Catalog Management Data Notification procedures, the appropriate phrase code, order of use, and acquisition advice code, which defines the item relationships and supply actions that are applicable following the assignment of ISCs 1 (or B) and 3 (or E) for a given set of items.

7.5. Establish procedures to encourage the use of items not authorized for acquisition until exhausted through the use of the order of use or manually offering of items.

7.6. Review "due-in" assets position and effect contract termination, as feasible, when total assets of items authorized for acquisition and items not authorized for acquisition on-hand and on-order exceed authorized levels.

7.7. Review "due-outs" and offer substitute items, as appropriate, to reduce stocks of items not authorized for acquisition.

7.8. Restrict purchase authority during the period that items not authorized for acquisition are being reduced by attrition and for items that are eliminated from the supply system to prevent acquisition of additional items when possible replacements are available.

7.9. Review for elimination from the system, terminal stocked items, ISC 3 or E, that have an on-hand wholesale asset position and a coordinated replacement, based on a cost-effectiveness consideration. The PICA should evaluate the item on the basis of value of assets on-hand in relation to the predicted time over which item attrition would take place. Generally, when the item for elimination has an extensive issue-to-exhaustion time period, coupled with a low dollar value of assets, the PICA must coordinate with all the registered users a proposed delete action. Assets should be retained and issued when the demand forecast indicates that assets can be issued in a relatively short period of time regardless of the dollar value of assets.

7.10. Ensure that future acquisition for wholesale stockage is limited to items authorized for acquisition.

7.11. On an interim basis, items coded ISC 3 or E may be acquired for direct delivery to any requisitioning activity that has challenged the standardization coding. The

requisitioning activity must forward to the appropriate item manager, justification and conditions for ISC changes. The following information must be furnished:
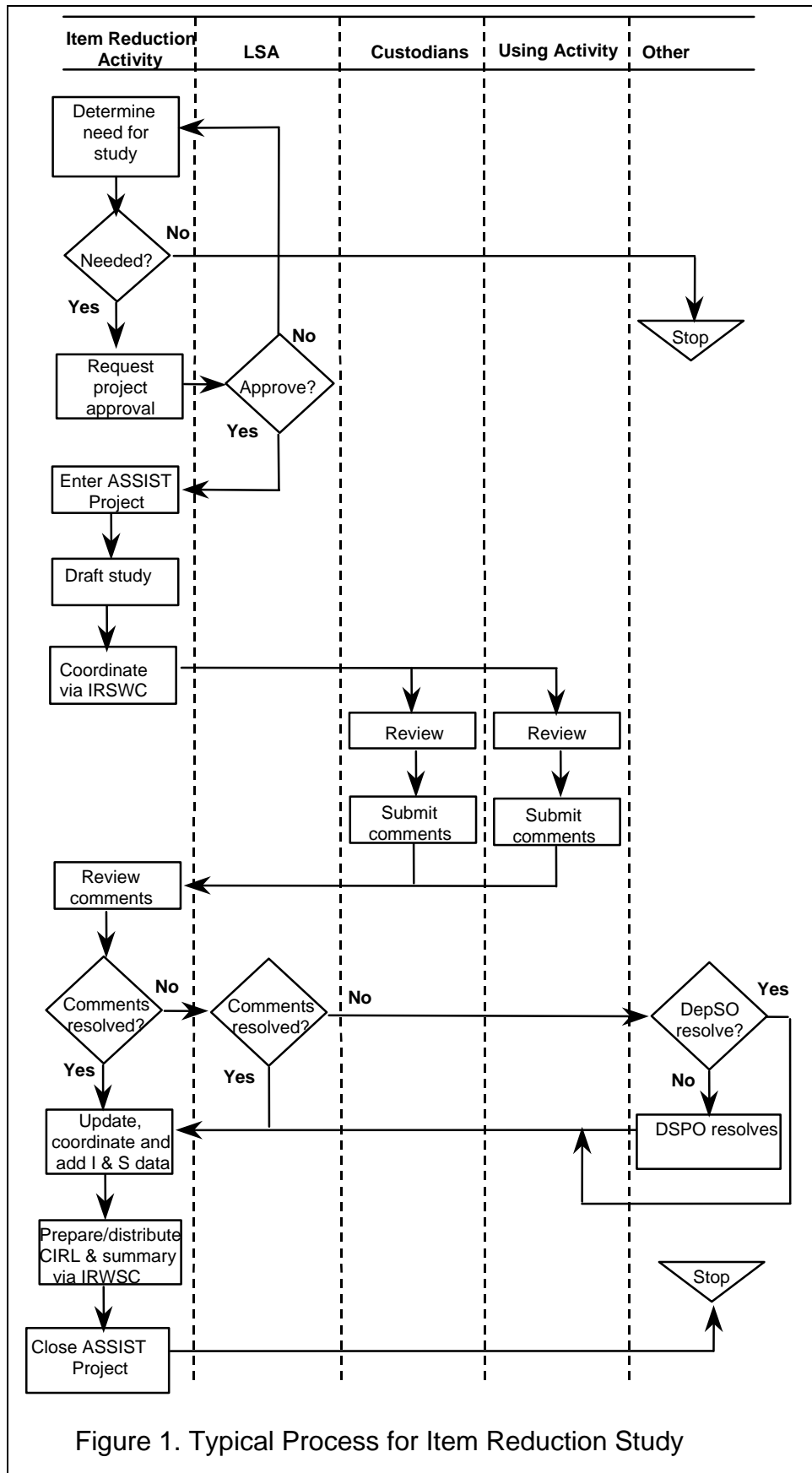
7.11.1. Specific end-use and end-item application.

7.11.2. Technical explanation comparing the physical and functional characteristics of the Code 3 or E item with the item authorized for acquisition.

7.11.3. Duration of the requirement for the item or how long the end-item will be retained.

7.11.4. Economic considerations from a purely technical standpoint.

The item manager must forward the justification to the item reduction activity responsible for the standardization decision for review and forwarding to the appropriate Custodian for resolution before rendering an appeal decision.

7.12. Where the GSA provides central management purchase support through its stores depots, through Federal Supply Schedules, or through mandatory consolidated purchasing programs, all activities must adhere to the requirements of approved standardization decisions. Decentralization in the military will not be a means whereby a DoD activity evades the use of an item authorized for acquisition furnished through GSA acquisition operations.

Item Reduction Activity | LSA | Custodians | Using Activity | Other

Determine need for study

Needed? — **No** → Stop

Yes

Request project approval

Approve? — **No**

Yes

Enter ASSIST Project

Draft study

Coordinate via IRSWC

Review → Submit comments (Custodians)

Review → Submit comments (Using Activity)

Review comments

Comments resolved? — **No** → Comments resolved? — **No** → DepSO resolve? — **Yes**

Yes / **Yes** **No**

DSPO resolves

Update, coordinate and add I & S data

Prepare/distribute CIRL & summary via IRWSC

Stop

Close ASSIST Project

Figure 1. Typical Process for Item Reduction Study

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Appendix A

ITEM REDUCTION WEB-SITE CAPABILITY (IRWSC) SYSTEM

DOCUMENTATION INFORMATION GUIDE (DIG)

A1. SCOPE

The DoD Item Reduction Program is responsible for the review and elimination of unneeded items from the DoD inventory. The authorized standardization activities, in accordance with the published SD-1, Standardization Directory, are responsible for conducting IRS. This publication provides guidance, information and operational direction for conducting Item Reduction (IR) Studies using the IRWSC system.

  A1.1 <u>REFERENCES</u>

   • DoD 4120.24-M, Defense Standardization Program (DSP) Policies and Procedures.

  A1.2 <u>MAINTENANCE OF PUBLICATION</u>

 The Service and Agency representatives participating in the IR Program may submit recommended changes to this publication to DSCC-VSC (Attn: Gary Watson) as agent for the Defense Standardization Program Office, DoD IR Program Manager, who has responsibility for maintaining this document.

A2. <u>IRWSC SYSTEM</u>

  A2.1 <u>GENERAL</u>

The IRWSC System will allow for the review and coordination of Item Reduction Studies (IRS) via the Internet. The IRWSC System adheres to, and is in accordance with the System Security Authorization Agreement (SSAA), and the IRWSC System is classified as a DOD Information Technology Security Certification and Accreditation Process "(DITSCAP) Classification Level One".

  A2.2 <u>ADMINISTRATION</u>

     A.2.2.1 The IRWSC System will provide (ensure) the system integrity, security and responsibilities for Originators, Reviewers and Custodians of IRS. Only those persons authorized to perform the individual functions as an Originator, Reviewer or Custodian will have (operational) access to those functions.

     A2.2.2 The existing Service/Agency automated systemic processes that support the IRS and the new manual input capability will ensure that the interface with the FLIS will continue so that standardization transactions will be recorded as necessary.

A2.3 ITEM REDUCTION STUDY STRUCTURE

A.2.3.1 The IRWSC System will use structure, format and content in accordance with DoD 4120.24-M.

A.2.3.2 The automated output generated from IRWSC will be identical/similar to the existing IRS hardcopy output. See the IRS format outline in Figure 1 (page 20 of this guide).

A.2.3.3 The IRS that is generated by the IRWSC System will be retained in history for five years after the study has been completed.

A.2.3.4 The typical IR Program and IRS process is depicted in Figure 2 (page 32 of this guide).

A2.4 IRWSC SYSTEM ARCHITECTURE DESIGN
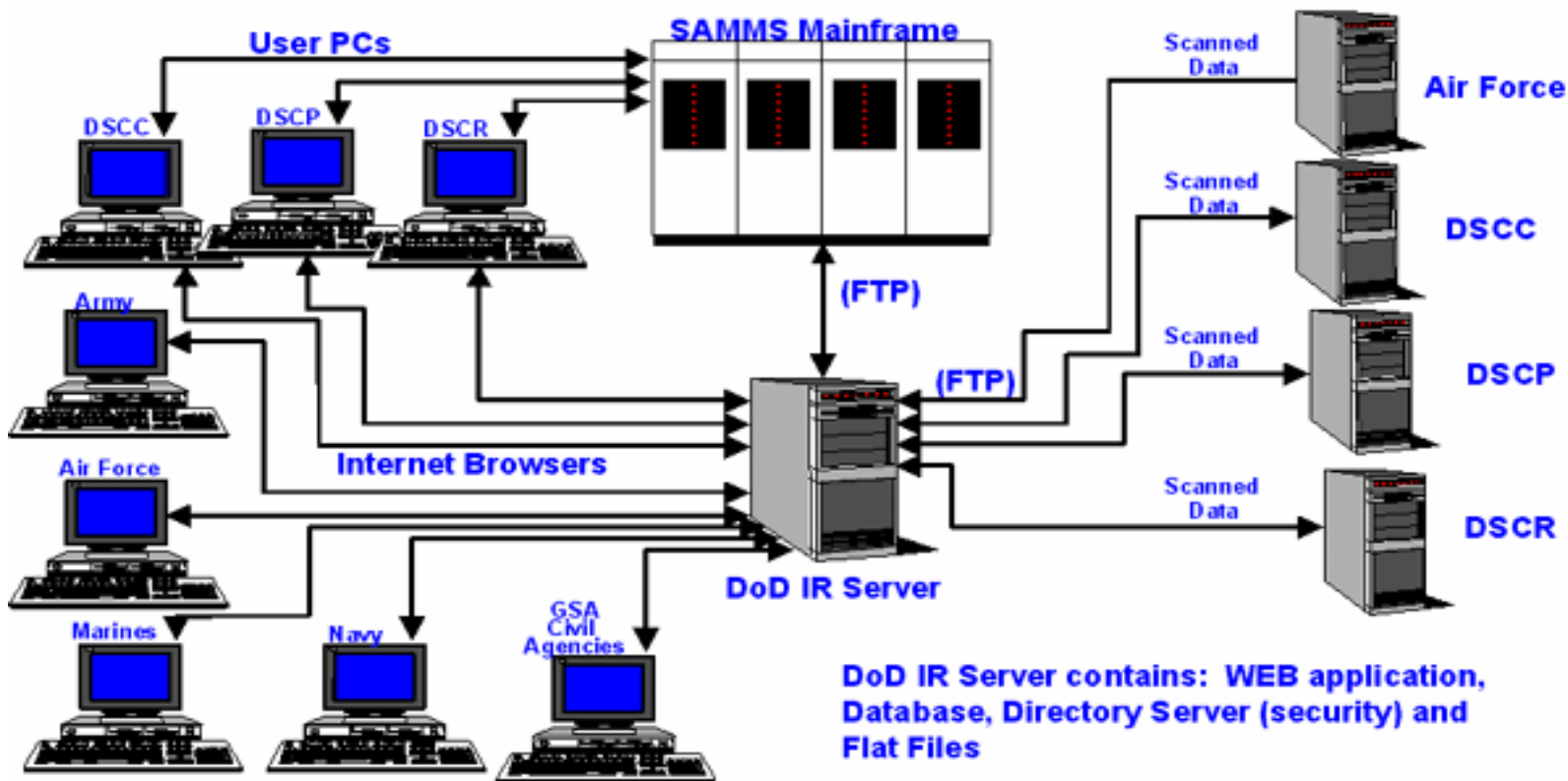
A2.5 MAINTENANCE OF IRWSC

A2.5.1 The system developers, DSIO, will maintain the IRWSC system and software application programs. The IRWSC is available twenty-four hours a day, seven days a week.

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A2.5.2 If the IRWSC is not available after seven days, the DoD IR Program Manager (DSPO) will be contacted to determine if the IRWSC Contingency Plan should be invoked.

A3. RESPONSIBILITIES

A3.1 All participants are responsible for ensuring that their Service/Agency complies with, executes, and completes the following requirements under their area of responsibility:

A3.1.1 Identify authorized user

A3.1.2 Determine level of authority for user

A3.1.3 Ensure that the user has obtained the required system security for access, for example, Private Key Infrastructure (PKI) certificates.

A3.2. Specifically, all originators of IRS and custodians will initiate and respond to IRS using the IRWSC. All users of the IRWSC will have browse capability.

A3.2 DSPO

Will have total oversight of the policy and procedures of the IRWSC system.

A3.3 HQ DLA

A3.3.1 Will have oversight responsibility for the maintenance and system operations for the IRWSC System.

A3.3.2 Will provide guidance to the supply centers, instructing them on operations, policy and procedures for conducting an IRS.

A3.3.3 Will provide the responsible design activity (DLA System Integration Office (DSIO)) system requirements and guidance for operating and maintaining the IRWSC System.

A3.3.3.1 Defense Supply Centers will perform originating functions in conducting an IRS.

A3.3.3.2 The responsible design activity will maintain the correct level of security for each user. The support that will be provided by the responsible design activity includes System Administration, Data Base Administration and maintaining the Help Desk.

A3.4 GSA

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Will have IRS authority to perform Originator, Custodian, and Reviewer functions for, DTRA, NSA, NASA, and other civil agencies. DLIS has interagency agreement to perform IRS reviewer functions for FAA.

A3.5 ARMY

Will have IRS authority to perform Originator, Reviewer, and Custodian functions.

A3.6 NAVY

NAVY-AIR and NAVY-SHIPS will have IRS authority to perform Custodian and Reviewer functions.

A3.7 AIR FORCE

Will have IRS authority to perform Originator, Reviewer, and Custodian functions.

A3-8 MARINE CORPS

Will have IRS authority to perform Reviewer and Custodian functions.

A.4. IRWSC OPERATIONS

A4.1 General. The Item Reduction Web Site Capability (IRWSC) System is located in Columbus, Ohio and is maintained by the DLA Systems Integration Office (DSIO). The IRWSC System consists of a dedicated server to support the IRS function and it is designed to work with internal and external DLA item reduction file information.

A4.1.1 IRS information is input via File Transfer Protocol (FTP), and manual input for the purpose of completing the coordination of Proposed Item Reduction Study Lists (PIRSLs) and Expedited Item Reduction Study Lists (EIRSLs) for DLA and any Service/Agency responsible for originating an Item Reduction Study.

A4-2 Objectives

A4.2.1 The primary purpose of the IRWSC tool is to provide an electronic means of conducting IRS, including the following:

A4.2.1.1 Security – To ensure that proper security exists so that only authorized users gain access to the IRWSC.

A4.2.1.2 Level of Authority – assigning, changing and deleting.

A4.2.1.3 Problem Reporting

A4.2.1.4 Facilitate access to Technical Data

Source: https://assist.dla.mil -- Downloaded: 2016-12-10T09:27Z
Check the source to verify that this is the current version before use.

A4.2.1.5 Maintain History Records of IRS

A4.3. System Access Requirements

A4.3.1 PKI - the IRWSC is a web-based application. Access to the IRWSC application requires that a user have a DoD Private Key Infrastructure (PKI) Certificate. This certificate along with the user's name and userid is stored in a directory server. The users are also assigned to groups in the directory server, which further defines their authority level in the IRWSC application.

A4.3.2 In accordance with the IRWSC System's System Security Authorization Agreement (SSAA), the IRWSC System is classified as a "DITSCAP Classification Level One".

A4.3.3 To obtain access a DoD PKI Identity Certificate will be required.

A4.3.4 Identify Local Registration Authority (LRA) for your Service/Agency.

A4.3.5 Request from LRA an identity certificate for each user of the IRWSC Web-Site.

A4.3.6 Receive certificate and load on appropriate PC.

A4.3.7 Notify DSIO. They will need to know which of the DoD certificate authorities generated the certificate (CA-1 through current CA designation), the serial number of the certificate, and the name on the certificate. Sample: (John.Smith.L.01234567899 CA-1 Serial No. 00:11:99).

A4.3.8 To log onto the IRWSC web site, you must open a browser window. You can use either Netscape or Internet Explorer connectivity (4.0), Windows 95 for browsing, Windows 98/NT or higher for scanning technical data, MS Exchange and/or MS Outlook or equivalent Adobe Reader Version 3.01 or higher.

A4.3.8.1 Next, enter the URL for the IRWSC web site:
https://www.dodirwsc.dla.mil

A4.3.8.2 The "s" at the end of the http stands for secure http. This means two things. First, you have reached the site and second, that everything that is sent between your browser and the server will be encrypted.

A4.3.8.3 Once you enter the website's URL, you will see "client authentication" screen. At this point, you will select appropriate PKI certification and click "OK'.

A4.3.8.4 Once PKI certification is accepted, you will receive the following warning screen.

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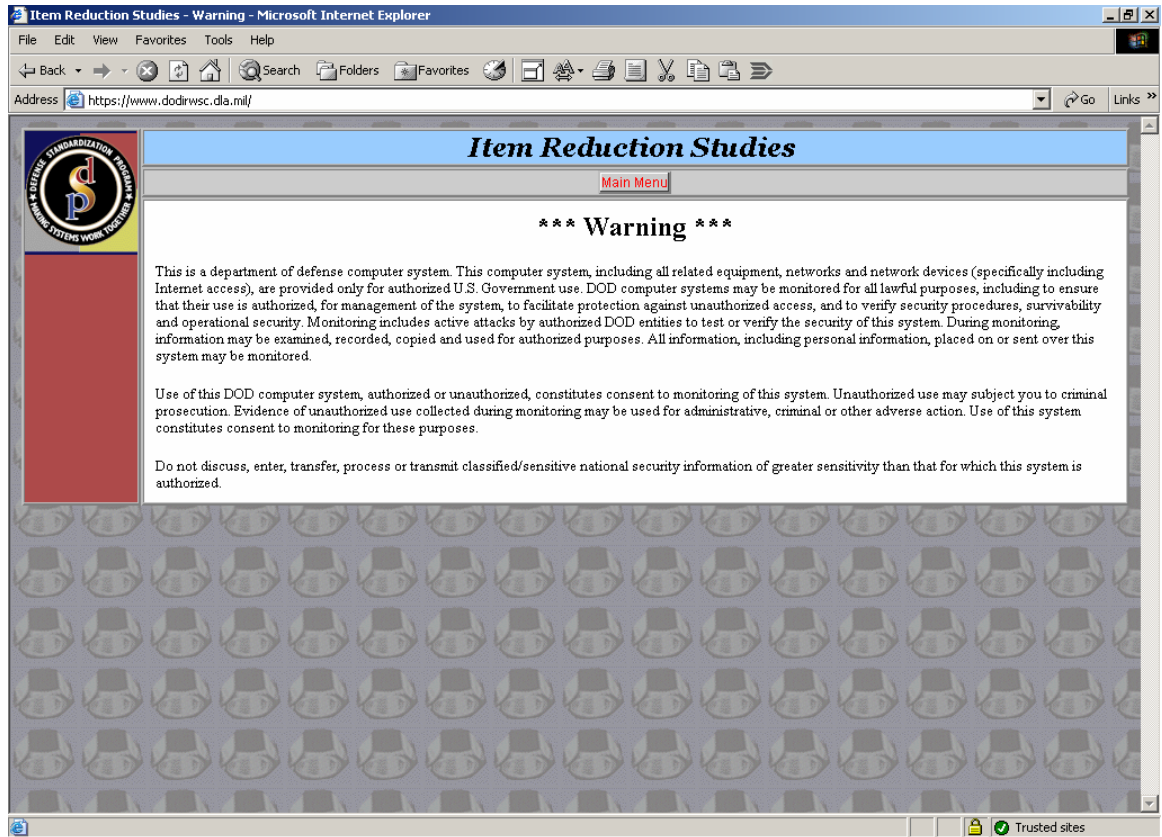
Warning Screen.

Click the "Main Menu" button.

The browser may show a secure document dialog box. Click on continue.

 Now you should see the main menu.

To log off the web site, you must close all browser windows that you have opened.

A4.4 System Requirements

A4.4.1 Hardware Requirements

A4.4.1.1 This IRWSC application may require the following hardware (depending on the user's needs):
- Pentium Processor, 200+ MHz or faster, 32 Mb RAM, 20 MB disk space.

- 3 GB Hard Drive

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- Monitor should be 17" or larger

  Software Requirements

  This application will require the following software for the user:

  Windows 95 for browsing

  Windows 98/NT or higher
  - MS Exchange and/or MS Outlook or equivalent
- Netscape or Internet Explorer connectivity (4.0)
- Adobe Reader Version 3.01 or higher

  4.5 Browsing IRS

BROWSING AN ITEM REDUCTION STUDY

To browse an item reduction study, choose "Browse a Study" from the IRWSC main menu.
From this screen you can search through the active and history studies.

Browse Search Criteria.

You can limit the search or you can list them all.

The first way you can limit the studies you see is by choosing Active, History or both, or EIRSL (Expedited IRS), PIRSL (Proposed IRS) or both. You can select a Service or Activity Code, enter only an FSC, or supply all of the Project Data. Or, you can use a combination of all of them. In addition, you can limit the display of the study to show only indexes that have JEDMICS drawings (that means the indexes have J in the PRC/TDA field). You do this by checking the box and the clicking on Retrieve Study List.

A4.6 CREATE A NEW STUDY
- FTP interface to IRWSC
- External systems have the capability to FTP their applicable proposed IRS to the IRWSC.
- Manual input of IRS in the IRWSC
- Expedited and Proposed IRSs may be made on-line using the IRWSC by any originator.

A4-7 EDIT AN EXISTING STUDY
- All fields except the Project Number may be edited prior to the activation of the IRS.

A4-8 MAINTAIN SCANNED DATA
- Scanned Data provides capability to retrieve, display and store technical data.

A4-9 ACTIVATION OF IRS
- The Originator activates the IRS when all editing is completed and verifies the technical data is on the IRWSC.
- All DLA Originators of IRS will DELETE scanned data from their local server after the scanned data is verified on the IRWSC.

A4.10 PURGE HISTORY
- The IRS is available for viewing and downloading while in History status. The IRWSC will automatically purge the IRS and all related summaries five years after its status was changed to History.

A5. DEFINITIONS, ABBREVIATIONS AND ACRONYMS

A5.1 DEFINITIONS

Activate (IRS) - To take an IRS from pre-release status and change it to an active status. When the IRS is activated, appropriate Services/Agencies are notified via email.

Authority Levels:

a. Browser – Will have permission to browse active studies/scanned data with summary sheets; history status studies/no scanned data with summary sheets and response summaries.

b. Reviewer - Will have browse permission authority plus authority to acknowledge, review and make comments to applicable IRSs.

c. Custodian - Will have Browser and Reviewer permission authority plus authority to change Reviewer comments and make final response to Originator. Will also make updates to applicable activity and points of contacts tables for their activities. Overall comments to an IRS may be made by each Service/Agency Custodian.

d. Originator - Will have browser permission authority plus authority to originate IRS, maintain IRSs (from Activation to History) and applicable scanned data.

CONCUR/NONCONCUR/NO INTEREST (CNI) - Response field to proposed standardization family, Reviewers to Custodians to Originators.

Data Base Administrator (DBA) - The DSIO DBA will monitor data loads, dB and saving of data to the IRWSC database. Any changes required for IRWSC information will be facilitated by the Data Base Administrator.

Internal DLA Document Identifier Codes (DICs):

a. IAS: Internal transaction for adding Standardization Relationship.

b. IDS: Internal transaction for deleting Standardization Relationship

c. YAR: Internal transaction for indicating Service/Agency Coordination of a Proposed/Expedited Item Reduction Study List

d. YAY: Internal transaction to request Item Reduction Study Publication

IRWSC Help Desk – The IRWSC "Help Desk Facility" is located at DSIO, Columbus, Ohio and it should be the first contact point that a User should call for assistance with the IRWSC. The POC telephone number is: commercial 614-692-9060 or DSN 850-9060.

History (IRS) – Is the status of an IRS when complete by the Originator. The IRS history can still be viewed through the Browse process. The IRS history will be maintained on the IRWSC Server for 5 years (after the date the IRS was Flagged (recorded) to History).

Item Standardization Codes - See DoD 4100.39-M, Vol 10, Table 91 for the list of Codes and definitions.

PRC/TDA Codes - Proposed Reason Code/Technical Data Availability Codes - Codes identified by the Originator of an IRS to provide additional information to the

Reviewer/Custodian. See DLAM 4130.3, Vol II, Part 12, Appendix A-37 for the list of codes and their definitions.

Pre-Release - Status of an IRS when editing is completed by the Originator Activity before it is activated.

Purge – The IRWSC System process automatically purges an IRS five years after an IRS has been Flagged to History.

Response Sheet - An Updated Summary of Responses from each Custodian for viewing by the Originator. Provides Service/Agency information (responses, dates and applicable comments).

Summary Sheet - An updated summary of information about the IRS. The Point of Contact, IRS statistics, responses, overall comments, and individual nonconcurrence information if applicable.

System Administrator - The individual is the person at DSIO that has the responsibility for the daily maintenance of the IRWSC server. This will include any software and hardware upgrades.

A5.2 ABBREVIATIONS AND ACRONYMS

CIRL - Completed Item Reduction Listing

CNI   - Concur/Nonconcur/No Interest

CPU - Central Processing Unit

CSCI - Computer Software Configuration Item

dB - Database

DIC - Document Identifier Code

DITSCAP – DoD Information Technology Security Certification and Accreditation Process

DLA - Defense Logistics Agency

DNA - Defense Nuclear Agency (See DTRA)

DoD - Department of Defense

DSC - Defense Supply Center

DSIO - DLA System Integration Office

DSPO - Defense Standardization Program Office

DTRA - Defense Threat Reduction Agency

EIRSL - Expedited Item Reduction Study List

FAA - Federal Aviation Administration

FLIS - Federal Logistics Information Service

FSC - Federal Supply Class

FTP - File Transfer Protocol

GSA - General Services Administration

HWCI - Hardware Configuration Item

IR - Item Reduction

IRA - Item Reduction Activity

IRS - Item Reduction Study

IRWSC - Item Reduction Web-Site Capability

ISA - Item Standardization Application

ISC - Item Standardization Code – The ISCs can be found in DoD 4120.24-M, AP8. Appendix 8, Item Reduction Program

ISF - Item Standardization File

JEDMICS - Joint Engineering Drawing Management Information and Control System

MB - Megabyte

MHz - MegaHertz

NASA - National Aeronautical and Space Administration

NSA - National Security Agency

NSN - National Stock Number

NT - New Technology

PIRSL - Proposed Item Reduction Study List

PKI - Private Key Infrastructure

POC - Point of Contact

PRC/TDA - Proposal Reason Code/Technical Data Availability

RAM - Random Access Memory

SAMMS - Standard Automated Materiel Management System

SCR - System Change Request

SD-1 - Standardization Directory - 1

SQL - Structured Query Language

SSAA - System Security Authorization Agreement

STZC - Standardization Code

TDA - Technical Data Availability

UA - Using Activity

URL - Uniform Resource Locator

PROPOSED/EXPEDITED ITEM REDUCTION STUDY LIST

RRPORT NO E-384   (1) XXXXXXXX ITEM REDUCTION STUDY LIST
  (3) XXXXXK PAGE NO XXXXX
ORC   2) IRS PROJ-NO XXXX-XXXX-XX   JULIAN DATE XXXXX

THIS ITEM REDUCTION STUDY LIST HAS BEEN PROPOSED BY THE DEPARTMENT OF DEFENSE FOR
        CONSIDERATION ONLY

INDEX   ITEM NAME   ASGD NSN/MPN   CAGE   REPNO-LOG   RNVC
  PRC/TDA   USERS   REMARKS
   NO   RNCC   STZC

XXXXXXX XXXXXXXXXXXXX XXXXXXXXXXXXXKXXX XXXXX XXXXXXXXXXXXXXXXXX X   X
      X   X   XX XX XX

        NOTES
        (1)   WORD 'PROPOSED' OR 'EXPEDITED' WILL APPEAR AS
        APPLICABLE.

        (2) IRS PROJ-NO XXXX—XXXX—XX WILL APPEAR ON PROPOSED
            LISTING. FSC XXXX
            WILL APPEAR ON EXPEDITED LISTING.

        (3) 'MASTER OR SERVICE/AGENCY TITLE WILL BE ON TAILORED
            PROPOSED LISTINGS AS APPLICABLE.

Figure 2.

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